

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
ADULT SYSTEMS OF CARE**

TRANSFER OPPORTUNITY



RESTRICTED TO DEPARTMENT OF MENTAL HEALTH EMPLOYEES

**COMMUNITY WORKER
SB 82 Mobile Triage Team**

The Service Area 8 Administrative Office is seeking qualified candidates to provide outreach, case management and advocacy services to homeless adults in the Long Beach/South Bay areas.

ESSENTIAL JOB DUTIES:

- Outreach to individuals and community groups to assist clients in accessing mental health services.
- Provide education on available mental health and supportive services to individuals and community-based organizations.
- Link adults to appropriate mental health services, identifying specific cultural and linguistic needs.
- Advocate for clients receiving services to ensure continued appropriate levels of care.
- Participate in countywide efforts to advocate for individuals receiving mental health services.
- Work collaboratively with service area navigators and other service area staff to identify community resources and link individuals to needed services.
- Ability to work both independently and as part of a team.
- Knowledge of the Recovery Model.
- Function as part of the service area administrative team and complete special assignments.

DESIRABLE QUALIFICATIONS:

- Knowledge of adult mental health issues and resources..
- Experience delivering field –based services to homeless adults.
- Experience working with the public and interacting with community groups.
- Familiarity with accessing and coordinating community resources.
- Effective written and verbal communication skills. Spanish-speaking preferred.
- Ability and desire to work in positive and effective team environment.

Interested applicants holding the payroll title of Community Worker, or those reachable for immediate appointment from the current Community Worker Certification List, should submit their resume, last two (2) performance evaluations, and last two (2) years of master time cards **by 5:00 PM on Friday, January 29, 2016** to:

**Lisa Powell, L.C.S.W.
apowell@dmh.lacounty.gov
Fax: (213) 798-6318
Phone: (562) 435-3146**

THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN



COUNTY OF LOS ANGELES
invites applications for the position of:

DISTRICT ATTORNEY'S FIELD DEPUTY

SALARY: \$5,798.82 - \$7,605.46 Monthly
\$69,585.84 - \$91,265.52 Annually

OPENING DATE: 01/14/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:



Filing Dates

Applications will be accepted starting January 20 at 8:00 A.M.

Filing will be suspended after the first 150 applications are received or by Wednesday, January 27, 2016, at 5:00 P.M., whichever occurs first. Applications received after the first 150 will not be considered. The exam will reopen as the needs of the service require.

Exam Number

A1819B

Type of Recruitment

Open Competitive Job Opportunity

CLASSIFICATION STANDARDS:

Positions allocable to this class report to the Assistant Chief Field Deputy or higher-level supervisor. These positions coordinate the bureau's operations internally and with other governmental agencies, organizations, media outlets, and community groups. The incumbents' primary responsibilities are to support the mission and the established goals and objectives of the District Attorney's Office through various communication vehicles and public affairs efforts. Incumbents must effectively address matters of importance to the District Attorney's Office, both internally and with members of the public and various groups.

ESSENTIAL JOB FUNCTIONS:

Conducts communication activities and other public affairs efforts (e.g., prepares content for a variety of media; designs and maintains departmental websites; facilitates public forums and training events; attends or speaks at public meetings and gatherings; and prepares, designs, and disseminates departmental printed public information materials) for the District Attorney's Office.

Conducts outreach activities through the departmental website, social media, publications, community events, training activities, and public meetings and gatherings for the District Attorney's Office.

Researches and implements projects to increase internal and external awareness of office programs, services, special events, and print and electronic publications,

Works with community groups, private sector entities, and government agencies (e.g., service organizations, media outlets, and law enforcement agencies) in connection with departmental programs throughout the county.

Attends or speaks at public meetings and gatherings as a representative of the District Attorney's Office.

REQUIREMENTS:

SELECTION REQUIREMENTS INFORMATION:

A Bachelor's Degree from an accredited college and three (3) years of full-time paid experience involving extensive public contacts* in connection with a wide variety** of governmental or community problems and in dealing with individuals or groups representing a wide range of community interests.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light. Physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

SPECIAL REQUIREMENTS:

*Extensive Public Contact: paid experience working with members of the news media, government officials, graphic arts or multimedia consumers, or sales and/or marketing personnel for banquet facilities or caterers.

**Wide variety of Governmental Community Problems and Interests: paid experience addressing public safety, the criminal justice system or overall quality of life, including gang violence, consumer protection, victims rights, civic responsibility, and/or environmental issues.

ADDITIONAL INFORMATION:

This examination will consist of TWO (2) parts:

Part I: Qualifying evaluation of training and experience based upon application information and supplemental questions to assess Knowledge of Public Relations and Ability to Communicate in Writing and Knowledge of Multimedia Technologies. Only applicants that achieve a passing score of 70% or higher will proceed to Part II.

Part II: An Interview weighted 100% to assess oral expression and comprehension, interpersonal skills, organizational ability, decision making-ability, ability to manage stress, adaptability, attention to detail, dependability, team work project management, ability to serve in a lead capacity and creativity/innovation.

Applicants must meet the selection requirements and achieve a passing score of 70% or higher on the interview in order to be added to the eligible register.

Final results will be sent by U.S. mail. Interview scores cannot be given over the phone.

Applicants may receive notice via email and are responsible for providing a valid email address. Please add hkim@hr.lacounty.gov and info@governmentjobs.com to your address book to ensure the emails reach your Inbox. Scores cannot be given over the telephone.

ELIGIBILITY INFORMATION:

Applications will be processed on an as-received basis and promulgated to the eligible register accordingly. The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.

No person may compete for this examination more than once every 12 months.

VACANCY INFORMATION: The resulting eligible register for this examination will be used to fill vacancies in the District Attorney's Office.

Available Shift: Any

APPLICATION AND FILING INFORMATION

*In order to receive credit for any type of college degree, such as a Bachelor's, Master's, or Doctorate degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application OR within fifteen (15) calendar days from application submission.

Applications must be filed online only. We must receive your application and additional documents, if any, by 5:00 pm, PST, by the last day of filing. All required documents must be submitted within fifteen (15) calendar days from application submission. Any missing required documents not submitted by the deadline will result in your application being rejected as incomplete. Note: If you are unable to attach required documents, you may email them to hkim@hr.lacounty.gov. Please ensure to reference your full name, the examination title and number on the subject of your email. Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this website.

IMPORTANT NOTES:

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment. Utilizing verbiage from the Class Specification and Selection Requirements serving as your description of duties **WILL NOT** be sufficient to meet the requirements. Doing so may result in an **INCOMPLETE** application and you may be disqualified.

SOCIAL SECURITY NUMBER: All applicants *must* enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their *own* user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

California Relay Services Phone: (800) 735-2922

ADA Coordinator Email: adarequests@hr.lacounty.gov

Teletype Phone: (800) 899-4099

Alternate Teletype Phone: (800) 897-0077

Department Contact Name: Heidi Kim

Department Contact Phone: (213) 738-2009

Department Contact Email: hkim@hr.lacounty.gov

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to

COUNTY OF LOS ANGELES Employment Information

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a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.

b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after

do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense (s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHO_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions

COUNTY OF LOS ANGELES
Employment Information

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January 1, 2013 (first employed by the County on or after December 1, by an academic credential evaluation agency recognized by The National 2012) – unless she or he established reciprocity with another public Association of Credential Evaluation Services or the Association of International retirement system in which she or he was a member before January 1, 2013. Credential Evaluators, Inc. (AICE). It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #A1819B
DISTRICT ATTORNEY'S FIELD DEPUTY
HK

Los Angeles, CA 90010

DISTRICT ATTORNEY'S FIELD DEPUTY Supplemental Questionnaire

- * 1. **Field Deputy Supplemental Questionnaire** This Supplemental Questionnaire is to be completed by all applicants for the Field Deputy examination. This Supplemental Questionnaire requires you to document specific work experience that pertain to the competencies identified as important to successful performance of the job duties of a Field Deputy. The information you provide will be scored on a point system that reflects the relative importance of each item to the performance of the work of the classification. It is your sole responsibility to complete this questionnaire completely, correctly, and accurately. Comments such as "see resume or application" will not be considered as a response. Vague, illegible, or incomplete entries will not be awarded credit. **Making false statements on this form may cause you to be disqualified from this examination. Scoring** The maximum number of points that may be awarded on your Evaluation of Training & Experience is 100. You will receive points for specific work experience (i.e., pertinent work activities) that have been linked to one's ability to successfully perform the duties of a Field Deputy. **Employment Experience** It is your responsibility to provide verifiable documentation **OR** contact information from any agency or organization that supports the work experience you described in this questionnaire. If you are providing verifiable documentation, the source of the information must be from the organization's personnel officer, his/her designee or your previous immediate supervisor for the work you describe with an active member's phone number for validation. All documentation for employment verification must be on the organization's letterhead. **Falsification of any information may result in disqualification or rescission of appointment. You may be asked to demonstrate your knowledge and skills in a work sample or during a hiring interview.** I have read and understand the above instructions.

☐ Yes

- * 2. Which of the following best describes your level of education?

- ☐ High School graduate or equivalent
☐ Some college, training, or certificate
☐ Associate's degree
☐ Bachelor's degree
☐ Master's degree
☐ Doctorate degree

- * 3. How many years of full-time paid experience do you have involving extensive public contacts in connection with a wide variety of governmental or community problems and in dealing with individuals or groups representing a wide range of community interests?

- ☐ I do not have experience in this area
☐ Less than 2 years of experience
☐ Less than 3 years of experience
☐ 3 years of experience
☐ More than 3 years of experience

- * 4. Please indicate how many months of verifiable experience you have conducting communication activities and other public affairs efforts by writing and preparing materials for a variety of public forums, training events, or media (newspaper articles, website content, multimedia presentations, etc.) in order to maximize program visibility and community reach. If you do not have experience in this area, enter "Not Applicable".
- * 5. If you have experience in the area above, please indicate how often you performed the duty:
- ☐ No Experience
 - ☐ Daily/Weekly
 - ☐ Monthly
 - ☐ Yearly
6. Please provide a description of your duties that clearly demonstrates your indicated experience in question #4 (Include your job title, company, dates of employment, manager/supervisor's name and contact information) If you do not have experience in this area, please enter "No experience".
- * 7. Please indicate how many months of verifiable experience you have planning and managing the design of informational and promotional materials for public distribution by reviewing, and evaluating public information materials in order to educate and inform the public about programs and services. If you do not have experience in this area, enter "Not Applicable".
- * 8. If you have experience in the area above, please indicate how often you performed the duty:
- ☐ No Experience
 - ☐ Daily/Weekly
 - ☐ Monthly
 - ☐ Yearly
9. Please provide a description of your duties that clearly demonstrates your indicated experience in question #7(Include your job title, company, dates of employment, manager/supervisor's name and contact information). If you do not have experience in this area, please enter "No experience".
10. Please indicate how many months of verifiable experience you have developing, managing, and coordinating strategic partnerships, in connection with programs, with any of the following: community groups, private sector entities, and government agencies (e.g., service organizations, media outlets, and law enforcement agencies) If you do not have experience in this area, enter "Not Applicable".
- * 11. If you have experience in the area above, please indicate how often you performed the duty:
- ☐ No Experience
 - ☐ Daily/Weekly
 - ☐ Monthly
 - ☐ Yearly
12. Please provide a description of your duties that clearly demonstrates your indicated experience in question #10 (Include your job title, company, dates of employment, manager/supervisor's name and contact information) If you do not have experience in this area, please enter "No experience".
- * 13. Please indicate how many months of verifiable experience you have planning, managing and leveraging web-based or social media marketing and communications practices, which includes

seeking input from staff, consultants, stakeholders, and/or other departments, in order to utilize current and emerging technologies to best reach target markets. If you do not have experience in this area, enter "Not Applicable".

* 14. If you have experience in the area above, please indicate how often you performed the duty:

- ☐ No Experience
- ☐ Daily/Weekly
- ☐ Monthly
- ☐ Yearly

15. Please provide a description of your duties that clearly demonstrates your indicated experience in question #13 (Include your job title, company, dates of employment, manager/supervisor's name and contact information) If you do not have experience in this area, please enter "No experience".

* Required Question

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
DOWNTOWN MENTAL HEALTH CENTER—CalWORKs Program
TRANSFER OPPORTUNITY



INTERMEDIATE TYPIST CLERK

THIS IS NOT AN OFFICIAL EXAMINATION

RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH

Downtown Mental Health Center-CalWORKs is seeking a highly qualified Bilingual (English-Spanish) speaking individual to fill the position of Intermediate Typist Clerk. Downtown MHC-CalWORKs provides mental health, case management and supportive employment services to heads of household enrolled in CalWORKs; the overall goal is to help consumers reduce barriers to employment and assist them in re-entering the work environment. Candidates who possess excellent administrative, organizational, verbal and written communication skills and an ability to function in a fast-paced environment are encouraged to apply.

EXAMPLE OF DUTIES:

- Provide accurate information to mental health consumers and community about our program and direct inquiries to appropriate team member
- Register clients for appointments and schedule CalWORKs assessments for CW staff
- Input data into IBHIS, such as Posting, running reports, conducting client searches and updating client information
- Maintain and update program logs and rosters
- Organize, photo copy, scan, fax and distribute documents, as necessary
- Other duties as assigned by CalWORKs supervisor

DESIRABLE QUALIFICATIONS:

- Bilingual Spanish-speaking preferred
- Ability to prioritize and organize assignments to meet deadlines
- Strong verbal and written communication skills
- Adaptable to changing priorities and flexible to meet program needs
- Highly-skilled in working with computer programs: IBHIS, Word, Excel, Outlook and Power Point
- Ability to represent our Department professionally and communicate effectively with community members and personnel within our Department, other County Departments, Contract Providers and the Public

Interested individuals who are currently holding the payroll title of Intermediate Typist Clerk are encouraged to e-mail their resume, last two (2) Performance Evaluations, and last two (2) years of Time History **by January 20, 2016.**

Leticia Guzman-Soydan, MH Clinical Program Head
Downtown MHC –CalWORKs Program
631 Maple Ave.
Los Angeles, CA 90014
(213) 680-6374
Fax: (213) 895-6276
lguzmansoydan@dmh.lacounty.gov

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
ADULT SYSTEMS OF CARE**

**TRANSFER or PROMOTIONAL OPPORTUNITY
Intermediate Typist Clerk**

TIES for Families – South Bay

RESTRICTED TO DEPARTMENT OF MENTAL HEALTH EMPLOYEES

- TIES for Families, is seeking a highly motivated, organized and competent individual to fill the full-time position of Intermediate Typist Clerk. TIES for Families is a small child and family clinic in Torrance that facilitates the adoption of children birth to eighteen who are in foster care, when return to their birth parents is not possible. Services are also offered to birth families that have Department of Child and Family Services (DCFS) involvement or at high risk of having their children detained and other families in need.
- **RESPONSIBILITIES:**
 - ✦ Check and enter billing information into IBHIS electronic record keeping
 - ✦ Check MEDS/MOPI on new cases to ensure Medi-Cal coverage, maintain financial folders
 - ✦ Submit billing and follow-up with private insurance
 - ✦ Timekeeping, maintain logs, order supplies etc.
 - ✦ Manage hiring lists and student processing
 - ✦ Reception duties
 - ✦ Other required duties as assigned.

DESIRABLE QUALIFICATIONS:

- ✦ IBHIS electronic billing experience
- ✦ Excellent organizational skills
- ✦ Strong computer skills in the use of MS- Excel, MS-Word, Outlook.
- ✦ Excellent interpersonal, oral and written communication skills.
- ✦ Work well with multidisciplinary team.
- ✦ Ability to work independently and as a team.
- ✦ Spanish speaking a bonus

Interested applicants holding the title of Intermediate Typist Clerks should submit their resume to:

**Norma Marle Cantá ncanta@dmh.lacounty.gov
TIES for Families – South Bay
21081 Western Avenue, Suite 295 Torrance, CA 90501
Telephone: (310) 533-6600
Fax: (310) 787-9036 jupark@dmh.lacounty.gov**



OPERATIONS DEPUTY

\$10,719.83 - \$16,225.34 Monthly

APPLICATION FILING PERIOD: 01/06/16 - continuous

**This position may close at any time based on needs of the Court.
Applicants are encouraged to apply promptly.**

The Los Angeles Superior Court plays an important role in the administration of justice within Los Angeles County. Located in Southern California, Los Angeles County is geographically one of the nation's largest counties covering 4,000 square miles and serving over 9.9 million residents. The Court is the largest single unified trial court in the United States with an annual budget of \$730 million. With more than 4,300 full-time employees and 12 judicial districts, it is presided over by 550 bench officers, including judges, commissioners, and judges pro tempore. The Court has 38 separate facilities, servicing 88 cities and 118 law enforcement agencies county wide.

Under broad policy direction from the Chief Deputy of Operations, the Operations Deputy assists in planning, organizing, integrating, directing, managing and evaluating the organization; administration and operations of a region of the Los Angeles Superior Court; directs and manages development and execution of annual plans, and short and long-term goals and objectives consistent with the Court's Strategic Plan; represents the Court in establishing and maintaining effective relationships with other court systems, various public and private agencies, the State Bar Association, the County Board of Supervisors, County departments, judicial committees and other agencies; and acts in the absence of the Chief Deputy of Operations.

Operations Deputies are responsible for assisting and supporting the Chief Deputy of Operations in the overall management and administration of the Court operational functions and in the planning and execution of programs and operational functions for achieving the Court's short and long-term goals and objectives. Within assigned areas of responsibility, an incumbent operates with substantial latitude and discretion to achieve effective and efficient utilization of the Court's resources in serving the public's needs, both currently and in the long term, while operating in a rapidly changing legal environment. For a detailed job description, please click [here](#).

This is an at-will managerial position. The Trial Court Employment Protection and Governance Act (SB 2140) authorizes the Court to exclude managerial employees from the employment protection provisions of the Act subject to meet and confer.

SELECTION REQUIREMENTS:

Graduation from an accredited four-year college or university with a major in business administration, public administration or a closely related field **-AND-** Seven years of full-time progressively responsible experience managing administrative support functions and/or operations in a court or public entity. Of the required seven years of experience, two years must be at the senior management* level.

*Senior management level experience is defined as overseeing operational functions including budgets and strategic direction to ensure efficiency, effectiveness, and compliance with local, state, and federal laws and regulations; planning, managing and directing all operations and administrative functions of an organization comparable in complexity and size

to that of a district or central court operation.

Applicants who are not Court employees must demonstrate on their application materials that they are performing at the designated level.

No out-of-class experience will be accepted.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

- A valid California Class C driver's license or the ability to utilize an alternative method of transportation is required to carry out job-related essential functions.
- **Degree Verification:** A legible copy of your college diploma -OR - official transcripts with the degree posted from the college or university must be submitted within ten business days from the date your online application is filed. Otherwise, your application materials will be deemed incomplete and rejected accordingly.

Documentation may be submitted as follows:

- As an attachment to your on-line application. Attachment(s) must be in Microsoft Word or PDF format and should not exceed 10 MB; or,
- In person or by mail to the Human Resources Administration office located at 111 North Hill Street Room 203, Los Angeles, CA 90012.

Please include your first and last name and the examination title on any documents attached to your application. The Court will not accept documents submitted by facsimile transmission, emails or postmarks.

- For a list of acceptable accredited institutions or international universities, please visit <http://ope.ed.gov/accreditation>, www.chea.org/search, or <http://whed.net/home.php>. Foreign studies must be evaluated by an academic credential evaluation agency and deemed to be equivalent to degrees from the United States. For a list of acceptable evaluation agencies, please visit www.naces.org or <http://aice.dharman.net>. Foreign studies submitted without acceptable evaluation will be deemed incomplete and rejected accordingly.

DESIRABLE QUALIFICATIONS:

The ideal candidate will possess the following desirable qualifications:

- Knowledge of Court administrative functions and operations.
- Experience in working with and providing staff support to Judicial Officers, State and County government officials, the Bar, and other stakeholders.
- Experience in different types of litigation.
- Experience serving as a committee chair or involvement in a leading role.
- An advanced college or university degree with a major in Public Administration, Business or closely related field.
- Strong written and oral communication skills.
- Analytical abilities and interpersonal skills.

EXAMINATION INFORMATION:

Part I: Qualifying evaluation of education, training and experience based upon submitted application materials and supplemental questionnaire. The applicants with the highest qualifications as determined by this evaluation process will be invited to participate in the examination process.

Part II: Writing assessment covering organization and planning, conflict management, strategic thinking, and communication skills. This is a pass/fail writing exercise.

Only those candidates who successfully complete all phases of the examination process will have their names certified to the eligibility list.

APPLICATION AND FILING INFORMATION:

Application may only be filed online. To learn how to apply online, please access the [Online Employment Application Guide](#). Los Angeles Superior Court reserves the right to verify all submitted documentation prior to appointment. The Court will only consider completed applications submitted, along with the required documents, and will reject incomplete applications. A resume will not substitute for a fully completed employment application. **To facilitate the full and proper consideration of your work experience, clearly specify what professional experience meets the required job qualifications. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience for each position.**

Please provide a current and accurate e-mail address for the Court to communicate with you about this job opportunity. Human Resources staff will notify all applicants of their application status via e-mail. We recommend that you add info@governmentjobs.com to your e-mail address book to avoid the notification being filtered as spam mail.

Los Angeles Superior Court is an equal opportunity employer. Applicants with disabilities who require reasonable accommodations to participate in the recruitment process may contact the email address provided below. For additional employment information, please click [here](#).

Questions regarding this posting may be e-mailed to bflores1@lacourt.org.

WHAT TO EXPECT NEXT:

We will notify you of the outcome after each step of the recruitment process has been completed. Applicants who successfully pass each (and all) examination part(s) will be placed on an eligible list good for one year. Other vacancies may be filled using this list.



Applications may be filed online
at www.lacourt.org OR
via the HR computer kiosk at
Los Angeles Superior Court
Human Resources Administration
111 N. Hill Street, Room 203
Los Angeles, CA 90012

Exam # R9919B
Operations Deputy



Operations Deputy Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The information you provide on this online supplemental questionnaire will be evaluated to determine your eligibility to participate in Part II of the examination process. **All questions must be answered.** You are encouraged to respond as specifically and as completely as possible. Attaching or referencing a resume will not be considered responsive. Incomplete responses, false statements, omission of a material fact and partial information can result in disqualification.
- ☐ Please check the box to indicate you have read and understood the instructions.
- * 2. **Education Requirement:** This position requires graduation from an accredited four-year college or university. Which of the following best describes your highest level of education COMPLETED?
- ☐ Doctorate Degree in public administration, business or closely related field.
☐ Master's Degree in public administration, business or closely related field.
☐ Bachelor's Degree in public administration, business or closely related field.
☐ None of the above
- * 3. If the degree identified in question #2 is "a closely related field", please provide your major. If not applicable indicate N/A.

Degree Verification Reminder: A legible copy of your college diploma -OR - official transcripts with the degree posted from the college or university must be submitted **within ten business days from the date your online application was filed.** Otherwise, your application materials will be deemed incomplete and rejected accordingly. Documentation may be submitted as follows:

- As an attachment to your online application. Attachment should be Microsoft Word or PDF format and not exceed 10 MB;
 - In person or by mail to the Human Resources Administration office located at 111 N. Hill Street Room 203, Los Angeles, CA 90012. Please include your first and last name and the examination title on the documentation. **Facsimile copies and postmarks will not be accepted.**
- * 4. How many years of full-time progressively responsible experience do you have managing administrative support functions and/or operations **in a Court or public entity?**
- ☐ Less than 7 years
☐ 7-8 years
☐ 8-9 years
☐ 10 years or more
- * 5. In which of the following areas of litigation do you possess management experience? Please select all that apply.
- ☐ Appeals
☐ Civil
☐ Criminal
☐ Family Law
☐ Juvenile
☐ Probate
☐ Traffic
☐ Small Claims
☐ Mental Health
☐ None of the above
- * 6. Describe your management style and provide specific examples of how your style has contributed to the success of your organization or team.
- * 7. Describe your experience managing change processes. Identify the strategies you implemented as part of that process and your achievement in meeting identified goals and objectives.
- * 8. Give an example of when you built partnerships in a public and/or private setting to address long-term needs.
- * Required Question

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

**ADULT SYSTEM OF CARE BUREAU ADMINISTRATION
DMH/DPSS CO-LOCATED PROGRAM**

Transfer Opportunity

**THIS IS NOT AN OFFICIAL EXAMINATION
RESTRICTED TO EMPLOYEES OF THE COUNTY OF LOS ANGELES**

PSYCHIATRIC SOCIAL WORKER I/II

The DMH-DPSS Co-Located program is seeking to fill a full-time vacant position for a Psychiatric Social Worker I or II to work ***primarily*** in the DPSS office in **West Los Angeles**. The person selected for this position will be co-located at a DPSS office, conduct brief mental health assessments, make determinations about readiness for employment, and make referrals to appropriate mental health treatment, SSI Advocacy and educate participants about available community resources.

ESSENTIAL JOB FUNCTION:

- Perform a wide variety of professional social work services for persons suffering from severe mental and emotional disturbances; complete mental health assessment; assist individuals in understanding and finding solutions to complex problems that lead to and result from mental illness and severe emotional disturbances, which serve as barriers to employment and/or self-sufficiency.
- The PSW will provide a wide range of consultative and direct mental health services including crisis intervention, psychosocial evaluation, diagnoses.
- Link qualified GR participants to treatment programs to facilitate SSI Eligibility.
- Provide consultation services and ongoing training to DPSS eligibility workers and case managers; ongoing training to DPSS General Relief staff to assist in identifying and referring appropriate participants for mental health assessment, improve staff sensitivity/understanding of the mental health needs of the GR participant to decrease the stigma associated with mental health problems.
- Complete data collection forms, such as program service reporting and claiming, as required by DPSS.

ESSENTIAL QUALIFICATIONS:

- Seeking a Licensed or License-eligible Clinical Social Worker.
- Knowledge and experience working with clients having multiple diagnoses, including severe and persistent mental illness, substance abuse, homelessness, and/or incarceration.
- Excellent organization, interpersonal, oral and written communication skills.
- Adaptable and flexible.

Qualified individuals holding title to the Psychiatric Social Worker I or II position should fax or email their resume, master time card, and last two performance evaluations by **Friday, January 22** to:

William Tanner, Ph.D., MH Clinical Program Manager II
(213) 738-2889

Fax (213) 637-0790 or WTanner@dmh.lacounty.gov

AN EQUAL OPPORTUNITY EMPLOYER



COUNTY OF LOS ANGELES
invites applications for the position of:

SENIOR TYPIST-CLERK

SALARY:	\$2,850.00 - \$3,825.64 Monthly \$34,200.00 - \$45,907.68 Annually
OPENING DATE:	01/12/16
CLOSING DATE:	01/27/16 05:00 PM
POSITION/PROGRAM INFORMATION:	

**DEPARTMENT OF MENTAL HEALTH
TRANSFER OPPORTUNITY ANNOUNCEMENT
FILING START DATE: JANUARY 12, 2016**

The Department of Mental Health (DMH), Public Information Office, is seeking a highly motivated and well-qualified individual to fill a Senior Typist Clerk position.

ESSENTIAL JOB FUNCTIONS:

- Creates forms, charts and computer generated product for the PIO.
- Adds and manages web postings.
- Updates brochures from PIO templates and has assist DMH bureaus in ordering brochures and other promotional items.
- Completes general office duties such as answering the phone, filing and assisting DMH staff in borrowing promotional items and maintaining a log of items borrowed (tablecloths, banners and brochures).
- Creates Special Requests for PIO product/projects and follows up on approvals.
- Organizes invoices and has create tables of delivery/payment.
- Answers questions and give information to the public regarding programs, subject matter experts and public information requests.

REQUIREMENTS:

Must be a permanent County of Los Angeles employee who has passed their initial probationary period and currently holding the payroll title of Senior Typist Clerk.

DESIRABLE QUALIFICATIONS

Possess effective verbal and written communication skills

- Ability to work independently and as a team-player
- Flexibility in handling work assignments
- Excellent organizational skills
- Ability to prioritize assignments and to meet deadlines
- Good computer skills with Microsoft Office Suite programs

ADDITIONAL INFORMATION:

Interested individuals should submit a resume, attendance records from the last two years and copies of the last two performance evaluations no later than January 27, 2016. All materials submitted will be evaluated. Only the most qualified employees will be contacted for an interview. Submit documents via email to:

Kathleen Piche
Department of Mental Health Public Information Office
550 South Vermont Ave, 6th Floor, Room 607
Los Angeles, CA 90005
213-738-4041
kpiche@dmh.lacounty.gov

COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more

COUNTY OF LOS ANGELES
Employment Information

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otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance

Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital

COUNTY OF LOS ANGELES
Employment Information

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NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #TRMH2216
SENIOR TYPIST-CLERK
CY

Los Angeles, CA 90010
